

Position Description

TITLE: Manager of Institutional Support
STATUS: Full-time
REPORTS TO: Director of Philanthropic Engagement
DEPARTMENT: Philanthropic Engagement
WORKS WITH: Department of Philanthropic Engagement
SUPERVISES: Occasional Interns

Jacob's Pillow seeks a Manager of Institutional Support to join the Department of Philanthropic Engagement and work closely with/report to the Director of Philanthropic Engagement. This position is entrusted with overseeing all Institutional relationships, which currently number more than 35 Foundations and Government agencies, and increase the number of Institutional funders. Responsibilities include writing letters of intent, applications and proposals, budgets, and reports to Institutional supporters; tracking the progress of grant-related projects and working with all departments to maintain records for reporting; building and maintaining relationships with grant officers and Foundation and Government representatives, including written correspondence, face-to-face meetings, and Festival visits; and researching new grant prospects to expand Jacob's Pillow's portfolio of Institutional support. Although this is a full-time position, a strong candidate may have the opportunity to work remotely part of the time.

RESPONSIBILITIES

- Writing all LOIs and grant proposals.
- Tracking all active grants and writing grant reports.
- Supporting all Pillow departments as they execute grant-funded projects.
- Maintaining and building relationships with key Foundation and Government representatives
- Researching new grant opportunities to expand Institutional funding.
- Creating and maintaining a grant calendar to ensure that all deadlines are met.

REQUIRED QUALIFICATIONS

- Experience working in a non-profit organizations, preferably in the performing arts.
- Bachelor's degree.
- Minimum of three to five years' experience in foundation or government fundraising.
- Excellent writing and verbal communication skills.
- Strong budgeting skills, and familiarity with restricted grant accounting
- Confidence in building relationships.

SKILLS & QUALITIES

- Self-motivated to develop, meet, and exceed goals.
- A strategic thinker who can develop a range of tactics to achieve objectives.
- A positive point-of-view and a strong collaborator.
- Versatile in office computer skills and online database systems.

TO APPLY

Please email cover letter, resume, and references to **hr@jacobspillow.org**, with **Manager of Institutional Support** in the subject line.

All inquiries and materials will be confidential. Please do not mail hard copies.

ABOUT JACOB'S PILLOW

Jacob's Pillow is committed to providing an inclusive, diverse, accessible, and equitable environment that cultivates the celebration of the art of dance and its positive impact on communities. Jacob's Pillow's mission is to support dance creation, presentation, education, and preservation; and to engage and deepen public appreciation and support for dance. Organization-wide values include inclusion, leadership, integrity, flexibility, partnership, and sustainability. Learn more about Jacob's Pillow, its mission statement, and its values [here](#).

Jacob's Pillow is a registered 501(c)(3) not for profit organization that provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.

Jacob's Pillow is a National Historic Landmark, recipient of the National Medal of Arts, and home to America's longest-running international dance festival, and is currently in the midst of its transition to becoming a year-round center for dance through a five-year strategic plan titled Vision '22. Each Festival includes more than 50 national and international dance companies and over 500 free and ticketed performances, talks, tours, classes, exhibits, events, and community programs. The School at Jacob's Pillow is one of the field's most prestigious professional dance training centers. The Pillow provides professional advancement opportunities across disciplines of arts administration, design, video, and production through seasonal internships and a year-round Administrative Fellows program. With growing community engagement programs, the Pillow serves as a partner and active citizen in its local community. The Pillow's extensive Archives, open year-round to the public and online at danceinteractive.jacobspillow.org, chronicle more than a century of dance in photographs, programs, books, costumes, audiotapes, and videos.